



Job title	<i>Patrol Sergeant</i>
Reports to	<i>LIEUTENANT</i>
Classification/ Compensation	<i>SGT/GRADE 17</i>
FLSA STATUS	<i>NON-EXEMPT</i>

Job purpose

Incumbent serves as Police Officer/Corporal within the department, and has the responsibility for maintaining and enforcing policies, directives, standards and laws of the District and State. At times, incumbent will be responsible for oversight of subordinate officers and other staff.

Duties and responsibilities

Works under the general direction of the Sergeant and in accordance with applicable State Laws and departmental rules, regulations and policies; requires ability to plan and perform operations and complete assigned tasks according to a prescribed time schedule.

- On rotating shifts, assigned to patrol entire city, in order to prevent crime and to enforce Federal, State and City laws.
- Observe, report and act upon conditions conducive to crime and danger such as checking buildings, assisting other officers, enforcing traffic, making arrests, transporting prisoners and investigating crime(s).
- Using own judgment, determines the nature of a call, investigates the circumstances and takes the necessary or prudent action.
- Provides assistance to the public in emergency and non-emergency situations; administers first aid and requests appropriate medical response; performs crisis intervention in sensitive situations and domestic disputes; educates the public on laws and ordinances; assists citizens with complaints and inquiries and directs them to the appropriate authority.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, prowlers, abuse of drugs, etc; takes appropriate law enforcement action.
- Prepares a variety of written and oral reports.
- Investigates crimes, interviews witnesses, victims and suspects and provides feedback to the appropriate people concerning case status; collects and documents evidence.
- Appears in court and is available to testify in matters which the officer has knowledge of, whether it be criminal or civil.
- Maintains proficiency in the use of police related equipment.
- Prepares and maintains legible, concise and understandable record of activities.
- Performs special assignments related to investigations, crime prevention and traffic enforcement.
- Additional duties may be assigned by the supervisor.

Qualifications

- successful completion of the basic licensing course;
- proficiency with Firearms
- high school diploma;
- a high school equivalency certificate; or

- an honorable discharge from the armed forces of the United States after at least 24 months of active duty service
- good work history
- displays and exhibits leadership
- ability to act in absence of the sergeant
- endorsement for supervision

General Requirements:

- never been convicted of any family violence offense;
- not prohibited by state or federal law from operating a motor vehicle;
- not prohibited by state or federal law from possessing firearms or ammunition;
- a U.S. citizen
- subject to a background investigation and has been interviewed prior to appointment by representatives of the appointing authority.

Working conditions

Must be able to work shift work

Stand for long periods

Work in adverse weather conditions

Subject to be on call

Physical requirements

Medical and Psychological Requirements:

An applicant must be declared in writing by that medical professional to be:

(A) physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought; and

(B) show no trace of drug dependency or illegal drug use after a physical examination, blood test, or other medical test; and declared in writing by that professional to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought. The examination must be conducted pursuant to professionally recognized standards and methods.

Direct reports

Does the Job require the supervision of other employees?

Yes

If yes, list by job title, any positions to be supervised.

- *Patrol Officers*

Approved by:	
Date approved:	
Reviewed:	